



Jackson County Jail Advisory Committee
Jackson County Courthouse
201 West Platt Street
Maquoketa, Iowa 52060

MEETING MINUTES

DATE: July 6, 2017

TIME: 1:00 p.m. – 3:00 p.m.

LOCATION: Jackson County Courthouse

Roll Call: Members Present: Sheriff's Office - Russ Kettman, Steve Schroeder, District Judge – Nancy Tabor, Jail –Mark Pape, Administrator, Adam Pape, Dept of Corrections – Rene Behr, Board of Supervisors—Larry McDevitt, County Attorney's Office—Sara Davenport, Jackson County Emergency Management—Lyn Medinger, Director, Jackson County Bldg. Maintenance—Marty Hudlick, Citizen members—Tiffany Mangler, Mike Delaney, Dick Kunau and Jon Thoms. Guests Present: Kelly Gerlach, Editor Maquoketa Sentinel Press, Margaret Kuhl--CCJCC.

The meeting was called to order by Steve Schroeder at 1:03 p.m.

I. Introductions

II. Informational Reports Distribution

CCJCC Documents used for their recent bond referendum:

- Strategic Planning Outline;
- RFP for needs assessment;
- FAQs-for replacement facility;
- Iowa County newsletter article.

Jackson County Document:

Letter dated 3/27/2017 to Larry McDevitt from State of Iowa Jail Inspector.

III. Presentation and Remarks

Margaret Kuhl, CCJCC coordinator presented information on planning strategies, helpful hints, timelines and other information regarding the replacement jail facility referendum in Clinton County and the need for a singular paid coordinator who can dedicate time solely to this project.

IV. Action Steps:

After much discussion the committee decided to go forward with gathering information regarding the hiring of a coordinator for a specific period of time and a presentation of same to the Board of Supervisors.

After further discussion the following action steps where developed:

1. Obtain a job description for the coordinator.
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2. Contact the former CCJCC coordinator to access his file of forms and information.
 3. Each member is to consider their ideal timeline for the project and bring those ideas to the next meeting for discussion.
 4. Gather necessary background information needed for the completion of the RFP for the needs assessment.
 5. Members shall bring ideas regarding the sub-committees that will be needed to make this project a success and the membership makeup of those committees.
 6. Decision on meeting times and frequency needs to be made to best facilitate member and community attendance.
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V. Next Meeting date:

A doddle poll will be circulated to determine the next date and time for meeting and said date and time will be made public at least 24 hours prior to the meeting starting time.

VI. Adjournment

Meeting adjourned at 3:00 p.m.

Respectfully submitted by:

Nancy Tabor

Ad-hoc Committee Recorder